



Series 100 Administrative	Effective Date 03/15/2017	Review Date Annually	Directive Number 102.5
Chapter 102 - Standards of Conduct			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Reviewed <i>Revisions in Italics</i>
Reviewing Office Office of the Chief of Police			
References			

AWARDS

102.5 - 1 **PURPOSE**

The purpose of this directive is to describe the awards available to Department members and citizens for services performed on behalf of the community.

102.5 - 2 **POLICY**

The policy of the Detroit Police Department is to be aggressive in determining if a given act, exemplary actions or consistent outstanding service warrants recognition and if so, to appropriately recognize that act or achievement.

102.5 - 3 **Letters of Commendation**

102.5 - 3.1 **Letters Received by Chief**

Letters received directly by the Chief of Police will be acknowledged and copies will be forwarded to the concerned member along with a congratulatory letter from the Chief of Police. Copies of both the letter of commendation and the congratulatory letter shall be forwarded to Human Resources and to the member's commanding officer for inclusion in the Department and command personnel files.

102.5 - 3.2 **Letters Received by Others**

Letters of commendation received by anyone other than the Chief of Police shall be forwarded, through official channels, to the appropriate deputy chief. If the deputy chief deems it appropriate that an individual response be made to the concerned member and to the commending party, a response shall be prepared for the signature of the deputy chief and forwarded to the concerned parties. Copies of the response shall also be forwarded to Human Resources and to the member's commanding officer for inclusion in the Department and command personnel files.

102.5 - 3.3 **Preparing Letter for Chief's Signature**

If the deputy chief determines that the member's actions warrant a response from the Chief of Police, a letter shall be prepared by the deputy chief for the signature of the Chief of Police and shall be forwarded through official channels to the Chief of Police. Upon review and signature, the letter will be sent to the concerned parties and copies will be forwarded for inclusion in the member's personnel file.

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102.5 - 3.4 Supervisor's Responsibility Regarding Recommendation for Awards

Personnel of the Detroit Police Department are eligible for a wide variety of professional honors from the Department and from interested groups within the community. In addition, members of the Police Reserve Corps are eligible for Department-sponsored awards under the same criteria and procedures used in determining such awards for sworn members. It is the responsibility of supervisory and commanding officers to recognize outstanding acts or deeds performed by personnel of their command. When police personnel or citizens perform acts which merit special attention by the Department, supervisors shall prepare a Report of Meritorious Service (DPD233) without unnecessary delay.

102.5 - 3.5 Report of Meritorious Service

1. Supervisory personnel shall complete a Report of Meritorious Service form (DPD233) for recommendations of commendations, citations, wound medals and certificates of recognition. The Honor Award Board, or the Chief of Police, shall make nomination(s) for all other awards. Therefore, the act or deed performed shall be described clearly and in detail so that those who determine awards are provided with a thorough and accurate presentation of what occurred.
2. In all instances, four (4) copies of the report shall be prepared for approval by the commanding officer. All four (4) copies shall be forwarded to the *commanding officer* or next higher authority for review and disposition. When recommendation is made for a wound medal, one (1) copy of the Report of Injury or Disability (DPD101) or, in the case of a reservist, one (1) copy of Employee Accident or Disability Report (C of D 28-RE) shall be attached and the copies of the Report of Meritorious Service form (DPD233) distributed as indicated below for citations:
 - a. If approval is made at this level for a commendation, the original shall be forwarded to Human Resources for placement in the member's Department personnel file, or in the case of a reservist, to the Police Reserve Corps for placement in the reservist's personnel file. The copies, along with a Commendation Certificate (DPD456) signed by the *commanding officer*, or next higher authority shall be returned to the recipient's command. A copy shall be filed in the recipient's command personnel file, and a copy, along with the Commendation Certificate, shall be presented to the recipient;
 - b. If approval is made at this level for a citation or other award, all copies of the report shall be forwarded to the Honor Award Board. The Honor Award Board shall have the authority to approve, deny, or reduce a citation, or upgrade a commendation to a citation. All decisions of the board shall be made by majority rule; and
 - c. If the Honor Award Board approves a citation, the original Report of Meritorious Service form (DPD233) shall be forwarded to Human Resources for placement in the member's Department personnel file, or in the case of a reservist, to the

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- Detroit Police Reserve Corp for placement in the reservist's personnel file. The copies, along with a Citation Certificate (DPD455), signed by the Chief of Police, shall be returned to the recipient's commanding officer. A copy shall be filed in the recipient's command personnel file, and a copy, along with the citation certificate, shall be presented to the recipient at an appropriate time and place.
3. If denied or reduced to a commendation, all four (4) copies of the Report of Meritorious Service form (DPD233) shall be returned through official channels for disposition. The concerned *commanding officer* may appeal the board's decision; this appeal shall be made on an Inter-Office Memorandum (DPD568), and forwarded through official channels to the Chief of Police for final determination.

102.5 - 4 Award Presented to Department Members

102.5 - 4.1 Commendations

Commendations are presented to police personnel who have performed efficient and valuable service to the Department. Such service may be a specific instance or an outstanding performance of general duties over an extended period of time. Commendations are submitted through the Honor Award Board for recording and possible upgrading to a higher award.

102.5 - 4.2 Citations

1. A citation is awarded for service in the line of duty which required unusual thoroughness, conscientiousness, determination, and initiative in the performance of a difficult assignment. The service need not involve exposure to physical danger, but it must have been instrumental in protecting life or property. Those officers receiving a citation will be awarded a silver silk grosgrain ribbon bar. Thereafter, appurtenances will be awarded for additional citations earned.
2. A gold oak leaf cluster will represent five (5) citations, a silver oak leaf cluster will represent ten (10) citations, and a gold star will represent twenty five (25) citations. These appurtenances shall be displayed on the ribbon left to right in a horizontal manner. No more than four (4) appurtenances shall be placed on a ribbon.



102.5 - 4.3 Community Service Citation

A Community Service Citation is awarded to an officer for volunteer service of a public relations or community relations nature which is clearly above and beyond that which is required by the Department.

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102.5 - 4.4 Departmental Citation and Medal

The Departmental Citation and Medal is awarded in conjunction with a Departmental Citation for the performance of police service requiring exceptional courage and bravery or when, because of the outstanding nature of the act, a life is saved, a serious crime is prevented, or a person who has committed a serious crime is apprehended. The ribbon is blue watered silk grosgrain.



102.5 - 4.5 Departmental Medal and Citation for Valor

The Departmental Medal of Valor is awarded in conjunction with a Citation for Valor in those exceptional cases when an officer performs a hazardous duty, and the life of the officer is risked in doing so. The act must be of such extraordinary nature that by engaging in the act, the officer is exposed to peril above and beyond the call of duty. The ribbon is gold watered silk grosgrain.



102.5 - 4.6 Lifesaving Citation and Medal

The Lifesaving Medal is awarded in conjunction with a Lifesaving Citation in instances where a life was saved through the attention to duty of the officer involved. This award may be granted for incidents involving fire rescues, potential drowning rescues, vehicle and miscellaneous accident rescues, cardiopulmonary rescues, suicide prevention, and other such matters where the sole meritorious action of the officer was the lifesaving act itself. The ribbon is blue watered silk grosgrain with one (1), five-eighths inch (5/8") white stripe in the center.



102.5 - 4.7 The Detroit Police Department Wound Medal

The Detroit Police Department Wound Medal is awarded for wounds received as a result of some type of felonious assault upon the officer by a suspect or defendant. The wound must have been received while the officer was actively engaged in police action and must be of sufficient gravity to require professional medical treatment. The ribbon is white and purple, equally divided, watered silk grosgrain with purple on the member's right.



102.5 - 4.8 The Frank Walls Meritorious Service Award and Ribbon

The Frank Walls Meritorious Service Award and Ribbon will be awarded to members of the Special Response Team who have satisfactorily completed 640 hours of instruction in the Michigan Commission on Law Enforcement Standards (MCOLES), "Policing of Terrorist Incidents Program." The ribbon is red, yellow, and black grosgrain stripes with the red stripe on the member's right.



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The Detroit Police Department Memorial Medal will be awarded posthumously for police work on or off duty wherein the officer involved died as a result of direct police action. The ribbon for this medal is black silk grosgrain.

102.5 - 4.10 Detroit Police Department Memorial Medal of Honor

The Detroit Police Department Memorial Medal of Honor is a posthumous award granted for outstanding police action in which the officer is killed in the line of duty. The act must be of such nature as to indicate that the danger to the officer was inherent and obvious. The ribbon for this medal is black silk grosgrain.

102.5 - 4.11 Detroit Police Department Distinguished Medal of Valor

The Detroit Police Department Distinguished Medal of Valor is awarded only in exceptional cases when an officer performs a hazardous duty. The officer must display extraordinary and conspicuous bravery, and the life of the officer is risked in preventing a crime, in the apprehension of a criminal, or in saving the life of another person. Members awarded the Departmental Medal and Citation for Valor shall be eligible for this award. The ribbon is gold watered silk grosgrain with an eleven-sixteenths inch (11/16") blue stripe in the center.

102.5 - 4.12 The Detroit News Medal for Valor

The Detroit News Medal for Valor is awarded annually to an officer of the Detroit Police Department who has been distinguished through some act of courage in such a manner as to deserve this special recognition. Members of the Department awarded the Departmental Medal and Citation for Valor, as well as the Departmental Citation and Medal, shall be eligible for this award. The ribbon is blue and gold silk grosgrain with an eleven-sixteenths inch (11/16") gold stripe in the center.

102.5 - 4.13 The Walter Scott Distinguished Service Medal

The Walter Scott Distinguished Service Medal is awarded annually to an officer of the Detroit Police Department who has been especially distinguished for valor in the performance of duty. Members of the Department awarded the Departmental Medal and Citation for Valor as well as the Departmental Citation and Medal shall be eligible for this award. The ribbon is blue and gold silk grosgrain, equally divided, with the blue on the member's right.

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102.5 - 4.14 The Coleman Young Distinguished Service Cross

The Coleman Young Distinguished Service Cross is awarded annually to a Detroit police officer who has performed an outstanding act of gallantry or extraordinary devotion to duty. Members of the Department awarded the Departmental Medal and Citation for Valor, as well as the Departmental Citation and Medal, shall be eligible for this award. The ribbon is white and gold silk grosgrain, equally divided, with the gold on the member's right.



102.5 - 4.15 Board of Police Commissioners Police-Community Service Award

The Board of Police Commissioners and the Detroit Police Department sponsors this award. It is awarded to a Department member who performs a community service that displays the member's creativity and initiative, while fulfilling a police-community goal and fostering improved police community relations. The ribbon for this award is white silk grosgrain with three (3) one-eighth inch (1/8") blue stripes in the center.



102.5 - 4.16 Chief's Unit Award

At the discretion of the Chief of Police, the Chief's Unit Award may be presented in recognition of unusual or outstanding police services performed by any entity of the Department. The purpose of this award is to provide due recognition in those instances in which, above and beyond individual efforts, a Department entity in its entirety contributes to an outstanding performance of police service. The presentation of a Chief's Unit Award does not deprive an individual officer of the command of suitable recognition, as deemed applicable. When a Chief's Unit Award is presented, it shall be published in a Departmental order listing the names of all persons in the entity. The ribbon for this award is red silk grosgrain.



102.5 - 4.17 Chief's Merit Award

At the discretion of the Chief of Police, the Chief's Merit Award may be presented in recognition of unusual or outstanding police services performed by personnel of the Department. The purpose of this award is to provide due recognition in those instances in which any group of personnel, acting in concert, contributes to an outstanding act of police service. The presentation of a Chief's Merit Award does not deprive an individual member of the group of additional recognition, as deemed applicable. When a Chief's Merit Award is conferred, it shall be published in a Departmental order listing the names of all persons involved. The ribbon for this award is green silk grosgrain with an eleven-sixteenths inch (11/16") gold stripe in the center.



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102.5 - 4.18 The Chief's Citation and Medal

The Chief's Citation Medal is awarded in conjunction with a Chief's Citation for outstanding service to the Department. This award is originated and approved by the Chief of Police who shall determine when this medal will be awarded. The ribbon is blue silk grosgrain with a one-half inch (1/2") yellow stripe in the center.



102.5 - 4.19 Patrol Officer of the Quarter Award

The Patrol Officer of the Quarter Award gives recognition to those police officers doing outstanding police work. Eligibility for this award is limited to police officers of the precinct patrol command, Tactical Services, Narcotics Special Enforcement, Harbormaster and Traffic Enforcement. The recipient of this award shall receive a Certificate of Recognition from the Chief of Police.

102.5 - 4.20 Investigative Officer of the Quarter Award

The Investigative Officer of the Quarter Award gives recognition to police personnel below the rank of lieutenant performing investigative functions. The recipient of this award shall receive a Certificate of Recognition from the Chief of Police.

102.5 - 4.21 Perfect Attendance Award

The Perfect Attendance Ribbon is awarded to members who exhibit dependability and diligence to their profession by having perfect attendance for the calendar year. The ribbon is blue watered silk grosgrain with red and white one-eighths inch (1/8") stripes.



102.5 - 4.22 Educational Achievement Award

The Educational Achievement Ribbon is awarded to members who have enhanced their professional development through the attainment of advanced degrees of higher education. The ribbon is solid green silk grosgrain without clusters for a bachelor's degree, with bronze a cluster for a master's degree and with silver cluster for L.L.B., Ed.D, Ph.D., and J.D. degrees.



102.5 - 4.23 Detroit Police Officers Association District Officer of the Year Award

The Detroit Police Officers Association (DPOA) District Officer of the Year Ribbon is awarded to DPOA members recognized for outstanding police work, attitude and performance to the community and charitable organizations. This award is coordinated, funded, maintained and distributed by the DPOA.



102.5 - 4.24 Department Award for Accident-Free Driving

The Department Award for Accident-Free Driving is an award designed to reward those members with a record of safe, accident-free driving. It will be presented on an annual basis to recognize one (1) year of accident-free driving. This award will consist of a certificate



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and a ribbon bar of silver grosgrain with eight (8) one-eighth inch (1/8”) black stripes. Additional accident-free years of driving will be presented as follows: five (5) years, gold oak leaf; ten (10) years, silver oak leaf; and twenty-five (25) years, gold star.

102.5 - 4.25 Federal Bureau of Investigation (FBI) National Academy



The Federal Bureau of Investigation (FBI) National Academy is an award designed to reward those members who attended the FBI National Academy. The ribbon has white, red, white and light blue stripes on both sides with a one-half inch (1/2”) dark blue stripe in the center.

102.5 - 4.26 Department Award for Military Service



The Department Award for Military Service is designed to reward any member who has served in any branch of the Armed Services and received an Honorable Discharge or any member who is currently active in any branch of the Armed Services. The ribbon is the United States of America flag with a gold star in the center and with the stars on the member’s right.

102.5 - 4.27 Department Award for the Honor Guard



The Department Award for the Honor Guard is designed to reward those members who have served as a member of the Detroit Police Honor Guard. The ribbon is the United States of America flag with the stars on the member’s right.

102.5 - 4.28 Department Award for the Color Guard



The Department Award for the Color Guard is designed to reward those members who have served as a member of the Detroit Police Color Guard. The ribbon is white with one-fourth inch (1/4”) stripe of red and one-fourth inch (1/4”) stripe of blue with the red stripe on the member’s right.

102.5 - 4.29 Department Award for the Underwater Recovery Team



The Department Award for the Underwater Recovery Team is designed to reward those members who have served as a member of the Detroit Police Underwater Recovery Team. The ribbon is red with one-fourth inch (1/4”) stripe of blue at each end with four (4) white stripes in the center with a silver star.

102.5 - 4.30 1980 GOP National Convention Commemorative Award



The 1980 GOP National Convention Commemorative Award is designed to recognize those who were an active sworn member during the Republican National Convention. The ribbon has a blue three-eighth inch (3/8”) stripe down the center with red and white stripes on each side.

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102.5 - 4.31 The Major League Baseball (MLB) All-Star Baseball Recognition Award

The Major League Baseball (MLB) All-Star Baseball Award is designed to recognize those who were an active sworn member during the July 12, 2005, MLB All-Star Baseball game. The ribbon is orange with two (2) blue quarter inch (1/4") stripes.



102.5 - 4.32 The Rosa Parks Funeral Recognition Award

The Rosa Parks Funeral Recognition Award is designed to recognize those who were active sworn members during the November 2, 2005, funeral service. The ribbon is solid purple.



102.5 - 4.33 The National Football League (NFL) Superbowl XL Recognition Award

The National Football League (NFL) Superbowl XL Recognition Award is designed to recognize those who were active sworn members during the February 5, 2006, NFL Superbowl. The ribbon is yellow with two (2) black quarter inch (1/4") stripes.



102.5 - 4.34 The Conclusion of the Conditions of Confinement Consent Judgement Award

The Conclusion of the Conditions of Confinement Consent Judgement Award is designed to recognize those who were active sworn members prior to January 1, 2014. The ribbon is white with two (2) green quarter inch (1/4") stripes.



102.5 - 4.35 2014 Ford Fireworks Celebration Ribbon

The 2014 Ford Fireworks Celebration Ribbon is designed to recognize those who were active during 2014 Ford Fireworks Celebration. The ribbon is blue with one (1) red one-eighth inch (1/8") stripe and two (2) white one-eighth inch (1/8") stripes.



102.5 - 4.36 The Conclusion of the Use of Force, Arrest and Witness Detention Consent Judgement Recognition Award.

The Conclusion of the Use of Force, Arrest and Witness Detention Consent Judgement Recognition Award is designed to recognize those who were active sworn members prior to March 31, 2016. The ribbon is white with a green eleven-sixteenth inch (11/16") stripe and two (2) white one-eighth inch (1/8") stripes.



102.5 - 4.37 Ribbon Bars and Boutonnieres

1. Included with the awarding of a Departmental medal is the ribbon bar, one and three-eighths inches (1 3/8") in length by three-eighths inches (3/8") in width for each

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- award. The ribbon bars may be worn on the uniform above the badge when the medal is not worn. The medal itself shall be worn on ceremonial occasions.
2. A bronze oak leaf cluster will be worn on the ribbon of a medal and on the ribbon bar to denote each additional award of the medal.
 3. A blue and gold boutonniere will be issued to members in a plainclothes assignment who are awarded any of the medals listed herein, with the exception of the Departmental Citation Medal, in which case the boutonniere will be blue.
 4. Uniformed personnel, when in civilian clothes, may wear the appropriate boutonniere.

102.5 - 5 Commendations, Citations, Awards, and Certificates of Recognition

1. A ranking officer, to whom the recipient is assigned, will normally present commendations and citations awarded to members. Departmental Citations and higher awards may, at the discretion of the Chief of Police, be awarded at public or private ceremonies. The Certificate of Recognition will be presented at a time and location deemed appropriate by the Chief of Police.
2. Except for commendation certificates, the Chief of Police's signature will appear on all citations and awards. Those awards for which certificates are issued include:
 - a. Citations;
 - b. Departmental citations;
 - c. The Citation for Valor;
 - d. The Chief of Police Citation;
 - e. The Chief of Police Award; and
 - f. The Certificate of Recognition.

102.5 - 6 Department Orders and Notations

1. Personnel orders will be issued announcing the presentation of Chief's Awards, Chief's Merit Awards, Departmental Citations, and higher awards. Each award recipient shall receive a copy of the order, and a copy shall be placed in the command personnel file of the member to whom it pertains.
2. Appropriate notations shall be made in command personnel files on the Personnel History Summary (DPD205) of members receiving awards. Such notations shall also be placed in the member's Departmental personnel files at Human Resources, with the exception of commendations and Certificates of Recognition, received with the Patrol Officer of the Month and the Investigative Officer of the Month Awards.

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102.5 - 7 Award to Detroit Police Reserves

102.5 - 7.1 Eligibility

Members of the Police Reserve Corps are eligible for certain awards under the same criteria and procedures used in determining such awards for sworn personnel. The applicable awards include the following:

- a. Commendations;
- b. Citations;
- c. Departmental Citation and Medal;
- d. Departmental Medal and Citation for Valor;
- e. Lifesaving Citation and Medal;
- f. Detroit Police Department Wound Medal;
- g. Detroit Police Department Memorial Medal;
- h. Detroit Police Department Memorial Medal of Honor;
- i. Detroit Police Department Distinguished Medal of Valor;
- j. Walter Scott Distinguished Service Medal;
- k. Coleman Young Distinguished Service Cross;
- l. Chief's Merit Award; and
- m. Chief's Citation and Medal.

102.5 - 8 Detroit Police Reserve Officer of the Year Award

The Detroit Police Reserve Officer of the Year Award is presented annually to a member of the Police Reserve Corps. Criteria for this award includes, but is not limited to hours worked, outstanding arrests, community service and personal character. Any reserve coordinator may make recommendations for this award. A board consisting of reserve coordinators and Police Reserve Corps staff members will name the recipient.

102.5 - 9 Awards to Non-Sworn Personnel

1. Non-sworn members of the Detroit Police Department are eligible for service awards upon completion of ten (10) years of service and after each additional five (5) years of service. Non-sworn members are also eligible for Chief's Citations, commendations, Chief's Awards, and Chief's Merit Awards under the same criteria and procedures used in determining such awards for sworn members. In addition, non-sworn members are eligible for the Certificate of Recognition.
2. When awarded to non-sworn members, a ranking officer of the command in which the recipient is assigned, in a manner deemed appropriate by the Chief of Police, may present awards.

102.5 - 9.1 Civilian of the Quarter Award

The Civilian of the Quarter Award provides an opportunity to acknowledge outstanding non-sworn members and to recognize the integral role and valuable service that they

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provide to the Department. The recipient of this award shall receive a Certificate of Recognition from the Chief of Police.

102.5-9.2 Perfect Attendance Award

The Perfect Attendance Award is awarded to civilian employees who exhibit dependability and diligence to his/her profession by having perfect attendance for the calendar year.

102.5 - 10 Department Awards to Citizens

102.5 - 10.1 Detroit Police Department Youth Awards

1. The Detroit Police Department's Youth Awards are presented annually in cooperation with the Board of Education and the parochial school system of the City of Detroit. Each public and parochial high school in the city participates in this program in which a senior male or female student from each high school is awarded the Detroit Police Department's Youth Award just prior to graduation.
2. Winners of the award will have his/her name imprinted on a plaque, which will be on permanent display in the high school. In addition, individual certificates signed by the Mayor, school principal, and the Chief of Police will be presented at a ceremonious occasion.
3. The senior class will nominate at least four (4) students in coeducational high schools, two (2) males and two (2) females. In non-coeducational high schools, two (2) students will be nominated and one (1) award will be given. The faculty of the high school will select the winners from those students nominated.
4. Qualifications necessary to be considered for a Youth Award are:
 - a. Consideration for the rights of others and cooperation;
 - b. Sense of duty and service to the school and community;
 - c. Personality, self-control, and ability to assume responsibility;
 - d. Voluntary participation in school sponsored programs;
 - e. Regular attendance;
 - f. Punctuality for all assignments; and
 - g. Academic achievements based on ability rather than grades accomplished.
5. In those instances where students graduate in January, the senior students will be eligible for this award, and the nameplate on the plaque will include January of the year graduated to differentiate from those students graduating in the June semester.

102.5 - 10.2 Certificate of Recognition

The Certificate of Recognition is awarded to individuals or organizations whose actions, in cooperation with the Detroit Police Department, result in any of the following acts: apprehension of a criminal which solves a crime, substantial contribution to the cause of good law enforcement, material support in furthering its progress or attaining its objectives, outstanding contributions to the community, or other acts deemed worthy of

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Department recognition. Individuals may be citizens, non-sworn members of the Department, or employees of outside agencies working in cooperation with the Department (e.g., Detroit Fire Department, Michigan State Police, Federal Bureau of Investigation, etc.).

102.5 - 10.3 Board of Police Commissioners Citizen Community Service Award

The Board of Police Commissioners and the Detroit Police Department sponsors this award. It is awarded each year during Police Week to a citizen who, in cooperation with the Detroit Police Department, performs a service that fosters improved police-community relations and fulfills a police-community goal. The award recipient will receive an appropriate plaque donated by the Board of Police Commissioners.

Related Forms:

- Report of Meritorious Service (DPD 233)
- Report of Injury or Disability (DPD 101)
- Employee Accident or Disability Report, C of D 28-RE
- Commendation of Certificate (DPD 456)
- Inter-Office Memorandum (DPD 568)
- Citation Certificate (DPD 455)
- Personnel History Summary (DPD 205)